

Accelerated SAP		BUSINESS PROCESS PROCEDURE	
State of Utah	Organization/Area: EUP Category:	Payroll Department Reports – Cumulated Time Evaluation Results	
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\Reports - Cumulated Time Evaluation Results.doc	Release:	R/3 4.6C
Responsibility:	Dept and/or role of responsible person(s) Time Entry Administrator	Status:	Issued: 7/22/2002 Revised: 02/02/2004

Overview

Trigger:

Someone wants a report of time that has been evaluated for payroll processing for a given employee or group of employees. This report includes time entered, system generated time, (for employees in auto pay status), and any overtime or comp time that may result from the hours entered. *This report does not include non-time related pay such as incentive awards, mileage reimbursements, direct entry overtime etc. These pay types are shown on the time sheet detail report.*

Business Process Procedure Overview
After time sheet data is entered and approved, it must be evaluated for payroll processing. The evaluation process calculates overtime and all leave accruals based on state rules. Automatic work-time pay is also calculated based on the daily work schedule of employees in time management status 9, (Auto Pay). Entering the employee's number or the organization key for a group of employees selects the employees whose evaluated time can be viewed. Once selected, the evaluated time for each employee is displayed in detail by day or in summary by pay period.

Procedural Steps

1. Access transaction by:

Via Menu	Time Entry Operator > Reports after Time Evaluation > Cumulated Time Evaluation Results
Via Transaction Code	PT_BAL00
Via Favorites Menu	Cumulated Time Evaluation Results Report

Double click on “Cumulated Time Evaluation Results” and the following screen will appear:

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Cumulated Time Evaluation Results: Time Balances/Wage Types

Further selections: Search helps, Sort, Org. structure

Payroll period:
Payroll area: UB
☒ Current period
☐ Other period
 Period: []

Selection:
 Personnel number: []
 Organization key: []

Other parameters:
 Selection criteria:
☐ Day balances
 ZTART: [] to []
☐ Cumulated balances
 SALDI: [] to []
☒ Time wage types
 LGART: [] to []
 Value limits (hours) for time/wage types:
 Value limits (hrs): []
 Data format:
 Display variant: ZTIME WAGE T

Input – Available Fields	Field Value
Payroll area	UB
Payroll period	Current or Other period
Personnel number	Employee Identification Number of the employee or employee's
Organization key	Agency, Low Org, and Distribution Code
Other parameters	Options for determining what information is displayed on the report
Data format	Display variant based on the option selected in other parameters

1.2 Specify the payroll area. The screen defaults to the correct area, UB.

1.3 Specify the pay period. The screen has the selection of current period or other period.

- Current period
 - Use this option during the week of payday.
- Other period

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- Use this option during the week of time entry. Type in the pay period and calendar year for which time is being entered. It can also be used to report on any pay period that has time evaluation results.

- 1.4 The “Personnel number” field may be left blank if using the agency “Organization key”.** Specific employees may be selected by entering the employee identification number(s) in the “Personnel number” field. Enter more than one EIN by clicking on the arrow box next to the “Personnel number” field. A box appears that allows entry of multiple EIN's.
- 1.5 The “Organization key” field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group.** Use the wild card symbol, *, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 100 and orgs with 04, enter 100(space)04*. Enter multiple organization keys by clicking on the arrow box to the right of the “Organization key” field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting all employees in agency 100.

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Cumulated Time Evaluation Results: Time Balances/Wage Types

Further selections: Search helps Sort Org. structure

Payroll period:
 Payroll area: LE 01/03/2004 To: 01/15/2004
☐ Current period
☒ Other period 1 2004
 Period

Selection:
 Personnel number:
 Organization key: 100*

Other parameters:
 Selection criteria:
☐ Day balances
 ZTART to
☐ Cumulated balances
 SALDI to
☒ Time wage types
 LGART to
 Value limits (hours) for time/wage types:
 Value limits (hrs)
 Data format:
 Display variant: ZTIME WAGE T

Bottom status bar: DWT (1) (110) Duke OVR

- 1.6 In the “Other parameters” portion of the screen select whether to display “Day balances”, “Cumulated balances”, or “Time wage types”. Time wage types are categories of paid or charged hours. Examples of paid hours are regular work time, overtime, annual leave, comp time used, etc. Examples of charged hours are excess leave earned and comp time earned for FLSA non exempt employees.
- 1.7 The “Display variant” may be changed in the “Data format” section of the screen. Click in the box then select the variant from the drop down list box.
- 1.8 Click on the Execute button in the upper left area that looks like a clock to view the report. An example of the report is below.

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Period	Org key	Pers.no.	Name	Date	Long text	z	No.	Wage type
200401	100 02100000	112048	Desmond Homeward	01/05/2004	Regular Pay		2.50	1200
				01/06/2004	Regular Pay		8.00	
				01/07/2004	Regular Pay		8.00	
				01/08/2004	Regular Pay		8.00	
				01/09/2004	Regular Pay		8.00	
				01/11/2004	Regular Pay		8.00	
				01/11/3/2004	Regular Pay		8.00	
				01/11/4/2004	Regular Pay		8.00	
				01/11/5/2004	Regular Pay		8.00	
				01/11/6/2004	Regular Pay		8.00	
							74.50	1200
				01/05/2004	Annual Le..		5.50	1251
							5.50	1251
							80.00	
		112048	RoarkE Dustin	01/05/2004	Regular Pay		8.00	1200
				01/06/2004	Regular Pay		8.00	
				01/07/2004	Regular Pay		8.00	
				01/08/2004	Regular Pay		8.00	
				01/09/2004	Regular Pay		8.00	
				01/11/2/2004	Regular Pay		8.00	
				01/11/3/2004	Regular Pay		8.00	
				01/11/4/2004	Regular Pay		8.00	
				01/11/5/2004	Regular Pay		8.00	
				01/11/6/2004	Regular Pay		8.00	

This screen shows the hours the employee will be paid. For example, Desmond will be paid 74.5 hours of regular work time and 5.5 hours of annual leave. Other non-paid types of time are also displayed. These non-paid time wage types include: 1) Comp time earned by certain employees and Excess leave earned are included because charges are made to the comp/excess leave pools based on these hours; and 2) Leave without pay that counts toward annual and sick leave accrual are included so the system can accrue the proper leave amounts.

- 2.1 To view a summary of “Time Type” hours select the “Cumulated balances” in the “Other parameters” area and select the “Display variant” “/STD TIME” for the Standard Evaluated Time Type Report.** After making the selections, click on the execute icon in the upper left area that looks like a clock to view the report. The following is an example of the report.

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Period	Org key	Pers.no	Name	TimeType	Number	TimeType	ESgrp
200401	100 02100000	112048	Desmond Homeward	Attendance (UT)	74.50	9010	Ex/H>80 CompOnly-1
					74.50	9010	
		112048		Absence (UT)	5.50	9020	Ex/H>80 CompOnly-1
					5.50	9020	
		112048		Paid (Accrual) (UT)	80.00	9050	Ex/H>80 CompOnly-1
					80.00	9050	
		109048	Rosek E Dustin	Attendance (UT)	80.00	9010	Ex/H>80 CompOnly-1
					80.00	9010	
		109048		Paid (Accrual) (UT)	80.00	9050	Ex/H>80 CompOnly-1
					80.00	9050	
	100 04100000	115955	Chardiney Jackie	Attendance (UT)	80.00	9010	Ex/H>80 CompOnly-1
					80.00	9010	
		115955		Paid (Accrual) (UT)	80.00	9050	Ex/H>80 CompOnly-1
					80.00	9050	
		118305	Kiki S Horn	Attendance (UT)	80.00	9010	Ex/H>80 CompOnly-1
					80.00	9010	
		118305		Paid (Accrual) (UT)	80.00	9050	Ex/H>80 CompOnly-1
					80.00	9050	
		117559	Lyte H Walling	Attendance (UT)	80.00	9010	Ex/H>80 CompOnly-1
					80.00	9010	
		117559		Paid (Accrual) (UT)	80.00	9050	Ex/H>80 CompOnly-1
					80.00	9050	
	100 04200000	114709	Pamela Hansen	Attendance (UT)	80.00	9010	NEx/H>40 C/OT-1.5
					80.00	9010	

This screen lists all the employees that met the selection criteria and a summary of hours by time type.

Attendance – work time entered on the time entry screen or automatically defaulted from the employees work schedule. (Time Type 9010)

Absence Hours – absence time entered on the time entry screen. (Time Type 9020)

Total Paid Hours –total of the paid attendance and paid absence hours. (Time Type 9050)

The “Employee subgroup” text is also displayed. The text is an abbreviated description of the employees’ FLSA status and overtime or comp time rule. For example, NEx / H > 40 C/OT – 1.5 means FLSA non-exempt and hours worked greater than 40 are compensated by comp time or overtime at time and a half.

2.2 To see the time by day select “Day balances” in the “Other parameters” area of the screen. Click on the execute icon and the following screen will appear:

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Cumulated Time Evaluation Results: Time Balances/Wage Types							
Cumulated Time Evaluation Results: Time Balances/Wage Types							
Period	Org key	Pers.no	Name	Date	TimeTyTest	Number	TrnType ESgrp
200401	100 02100000	112048	Desmond Homeward	01/05/2004	Attendance (UT)	2.50	9010 Exf H=80 CompOnly-1
		112048		01/06/2004	Attendance (UT)	8.00	Exf H=80 CompOnly-1
		112048		01/07/2004	Attendance (UT)	8.00	Exf H=80 CompOnly-1
		112048		01/08/2004	Attendance (UT)	8.00	Exf H=80 CompOnly-1
		112048		01/09/2004	Attendance (UT)	8.00	Exf H=80 CompOnly-1
		112048		01/12/2004	Attendance (UT)	8.00	Exf H=80 CompOnly-1
		112048		01/13/2004	Attendance (UT)	8.00	Exf H=80 CompOnly-1
		112048		01/14/2004	Attendance (UT)	8.00	Exf H=80 CompOnly-1
		112048		01/15/2004	Attendance (UT)	8.00	Exf H=80 CompOnly-1
		112048		01/16/2004	Attendance (UT)	8.00	Exf H=80 CompOnly-1
						74.50	9010
		112048		01/05/2004	Absence (UT)	5.50	9020 Exf H=80 CompOnly-1
						5.50	9020
		112048		01/05/2004	PaidAccrual (UT)	8.00	9050 Exf H=80 CompOnly-1
		112048		01/06/2004	PaidAccrual (UT)	8.00	Exf H=80 CompOnly-1
		112048		01/07/2004	PaidAccrual (UT)	8.00	Exf H=80 CompOnly-1
		112048		01/08/2004	PaidAccrual (UT)	8.00	Exf H=80 CompOnly-1
		112048		01/09/2004	PaidAccrual (UT)	8.00	Exf H=80 CompOnly-1
		112048		01/12/2004	PaidAccrual (UT)	8.00	Exf H=80 CompOnly-1
		112048		01/13/2004	PaidAccrual (UT)	8.00	Exf H=80 CompOnly-1
		112048		01/14/2004	PaidAccrual (UT)	8.00	Exf H=80 CompOnly-1
		112048		01/15/2004	PaidAccrual (UT)	8.00	Exf H=80 CompOnly-1
		112048		01/16/2004	PaidAccrual (UT)	8.00	Exf H=80 CompOnly-1
						80.00	9050

2.3 Select specific time types by entering the codes in the areas to the right of the radial buttons on “Day balances” or “Cumulated balances”. Also, select /ALLTIMETYPE as the “Display variant” for day or cumulated balances.

The following list of *time types* may be of interest:

9010	Attendance	manual & automatic attendance entries
7701	Autopaid hours	automatic attendance entries
9020	Absence	all paid absences
7091	Quota Maint Annual	annual leave accrual
7092	Quota Maint Sick	sick leave accrual
7093	Quota Maint Conv Sick	converted sick leave accrual
7095	Quota Maint Comp	comp time leave accrual
7096	Quota Maint Excess	excess leave accrual
7595	Comp lost @ Anniversary	the amount of comp time lost during the agencies anniversary period
7995	C/OT raw (UT)	comp or overtime earned

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7008 Flextime (prev. per) plus or minus difference between scheduled and actual paid time for the first pay period in a four week overtime cycle. (Applies only to employees who are on a four-week overtime base.)

Note: There are many other time types in addition to the ones listed above that the system uses to process time. However, those listed are of more general interest and easier to understand than the unlisted time types.

2.4 Select specific time wage types by entering the codes in the areas to the right of the radial button “Time wage types”. Also, select /ALTIMWAGET as the “Display variant”.

Here is a list of *time wage types* that the system converts to dollar values when the hours associated with these time wage types are processed in payroll:

1200	Regular working time	work hours from time type 9010
1205	Overtime paid at 1.0	overtime paid at straight time
1206	Overtime paid at 1.5	overtime paid at time and one half
1212	Shift Differential Pay 1	\$0.30 per hour
1213	Shift Differential Pay 2	\$0.60 per hour
1214	Shift Differential Pay 3	\$0.90 per hour
1215	Shift Differential Pay 4	\$0.45 per hour
1216	Shift Differential Pay 5	\$0.75 per hour
1217	Shift Differential Pay 6	\$1.20 per hour
1218	Shift Differential Pay 7	\$1.80 per hour
1250	Holiday paid	holiday hour paid
1251	Annual Leave Paid	annual used hours paid
1252	Sick Leave Paid	sick used hours paid
1253	Comp time Paid	comp time used hours paid
1264	Other Leave	all administrative leave
1265	Converted Sick Leave Paid	converted sick leave used hours paid
1266	Excess Leave Paid	excess used hours paid
1267	Comp Earned	comp time earned that is charged to leave pool
1268	Comp Additive	percent of comp earned also charged to pool
1269	Excess Earned	excess time earned charged to leave pool
1270	Excess Additive	percent of excess earned charged to pool
1297	Excess Pay Down	excess hours above the limit paid down
1298	Comp time Pay Down	comp hours above the limit paid down

2.5 The “Value limits (hours) for time/wage types” is not used at this time.

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